NSPS

National Security Personnel System

DCPDS DEFENSE CIVILIAN PERSONNEL DATA SYSTEM

Compensation Workbench Application

user guide

Mock Pay Pool Version - April 2007

User Guide

National Security Personnel System (NSPS)
Compensation Workbench - 2007 Mock Pay Pool Version

About this Guide

What is the Compensation Workbench?

The Compensation Workbench (CWB) is a tool used by NSPS organizations to facilitate their sub-pay pool and pay pool panel meetings. It is a spreadsheet similar to the one used during the pay pool panel training and mock pay pool exercises. It contains all the functionality needed to conduct an effective pay pool. Specific functionality includes the ability to:

- Set a pay pool budget
- Assign and reconcile ratings, shares, and payout distributions
- Assign and enforce control points
- Prorate salary increase and bonus amounts
- Distribute OAR and EPI salary increases and bonuses
- Determine a final share value
- Reconcile your distribution of salary increases and bonuses with your pay pool budget
- Generate a summary of rating, share, and payout distribution for each pay pool member (disabled for mocks)

Who Should Use this Guide?

This guide is for pay pool administrators, pay pool managers, pay pool panel members, performance review authorities, sub-pay pool managers, and sub-pay pool panel members who are responsible for using the CWB during their organization's pay pool panel process.

It is also intended for HR practitioners who support NSPS organizations.

How is the Guide Structured?

This guide is structured into two sections:

- **Using the Application**– this section walks you through the features of the application and explains how to use it during your sub-pay pool and pay pool panel meetings. In addition, this section explains the process of getting pay pool data into the application, handling mistakes in personnel data, and uploading the pay pool panel results into DCPDS.
- **Relationship with Other Applications and Tools** – this section describes the spreadsheet's relationship with the Performance Appraisal Application (PAA), Manage Pay Pool ID (MPPID) Application, and the Share Estimation Tool (SET).

Introduction

Organizations will use two applications to complete the NSPS performance appraisal and payout distribution process. The first is an online tool called the Performance Appraisal Application (PAA), which is accessed via DCPDS Self Service. Both employees and supervisors use the PAA to create and maintain their performance plans. Supervisors (rating officials) also use it to enter their performance ratings. All NSPS employees are responsible for maintaining their performance plans in the PAA so that rating officials can enter job objective ratings and a recommended rating of record can be calculated properly. Use of the PAA is optional for the mock pay pool process. Employees will not be able to see the rating official's assessment or recommended ratings at any time. Any ratings entered for purposes of the mock in the PAA will be purged on August 15, 2007.

The second application is the Compensation Workbench (CWB). The CWB imports a data file from DCPDS containing pay pool employees' personnel information as of the date it is downloaded, (e.g., name, employee ID, pay pool ID, occupational series, pay band, etc.), as well as recommended average ratings and ratings of record from the PAA. The pay pool panel will then use CWB to reconcile performance ratings, shares, and payout distributions. The results of this reconciliation process will then be uploaded into DCPDS. This information will then be used to create the pay transactions that will be effective the first full pay period in January 2009. This downloading and uploading process will be accomplished via a special DCPDS interface accessible by designated HR practitioners, pay pool managers, or pay pool administrators. The complete process is summarized in the graphic below. The upload feature is disabled in the mock version of the CWB.

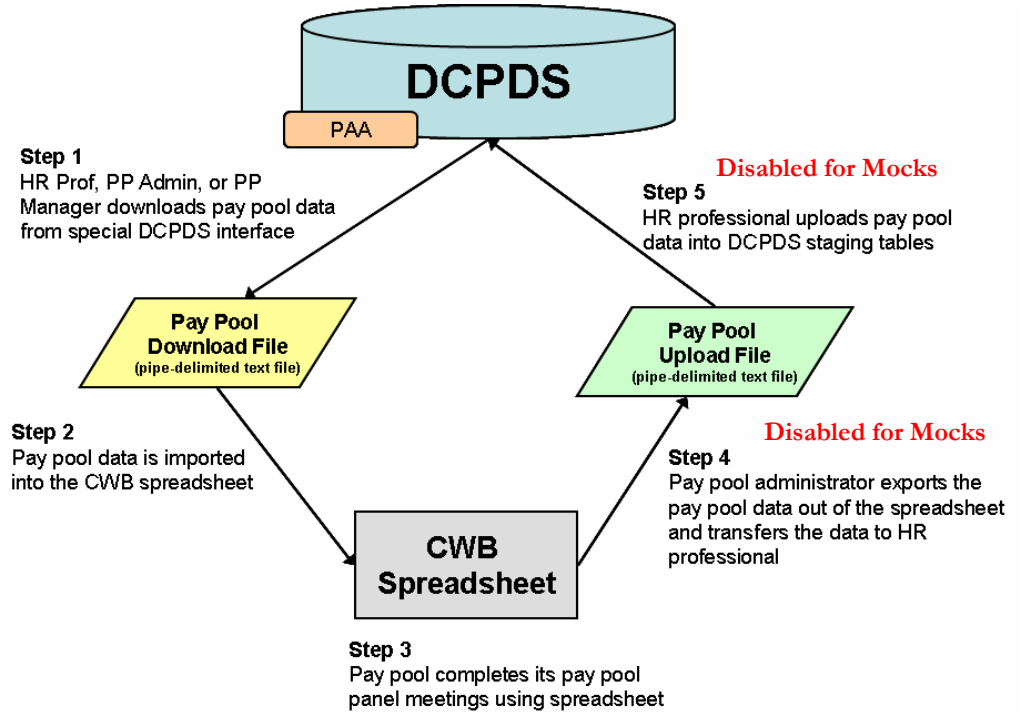
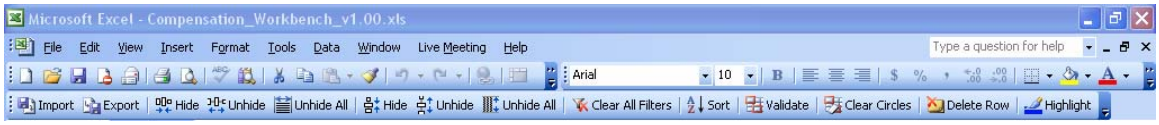


Figure 1 - Data Upload and Download Process

Using the Application

Overview

The CWB contains eight worksheets and nearly 50 macros that provide the application with advanced functionality. Each worksheet is described in detail in this guide. A custom toolbar appears at the top of each worksheet. The 14 custom buttons are described in the table below. Except for Import and Export, all the buttons are only used in the **Pay Pool Panel** worksheet.



Toolbar Item	Description
	**Import** Use import to load a data file into the workbook.
	**Export** Use export to create a data file for uploading the results to DCPDS.
	**Hide Column** The user may hide columns from view by selecting any cell in the columns to be hidden and then hitting this button. Single columns are selected from any cell in the column. Multiple columns are selected by holding down the <Ctrl> key while selecting any cells in the columns. A range of columns is hidden by selecting and dragging across any row of cells in the range of columns. The first two columns (A and B) cannot be hidden.
	**Unhide Column** Selecting this button will unhide columns you have just hidden *as long as you have not moved the cursor.* You can also unhide a specific column or range of columns by highlighting cells in the columns on either side of the hidden column or range of columns, and then hitting this button.
	**Unhide All Columns** This button restores to view <u>all</u> hidden columns.
	**Hide Row** The user may hide rows from view by selecting any cell in the row or rows to be hidden and then hitting this button. A

Toolbar Item	Description
	single row is selected from any cell in the row. Multiple rows are selected by holding down the <Ctrl> key while highlighting any cells in the rows. A range of rows is selected from any column of cells, then dragging them up or down.
	**Unhide Row** Selecting this button will unhide rows you have just hidden *as long as you have not moved the cursor*. You can also unhide a specific row or range of rows by highlighting cells in the rows on either side of the hidden rows or range of rows, and then hitting this button.
	**Unhide All Rows** This button restores to view all hidden rows.
	**Clear All Filters** Each column heading contains a filter arrow for the column. Selecting on the filter arrow brings up a list of all of the values in the column, plus the following other choices: All, Top 10, Custom, Blanks, and Non-Blanks. The user can limit which rows are displayed by filtering on specific values in one or more columns. For example, the display could be limited to only YA-3 employees by filtering on "YA" in column G and "3" in column H. When a filter is active, the filter arrow turns blue. A filter may be de-activated by selecting "All" under the filter choices. Blanks and Non-Blanks may also be used for filtering. For example, to identify employees who do not yet have shares assigned, select "Blanks" in the filter for the shares column. The "Top 10" choice displays the ten highest values in a column – it can only be used with numerical data. The "Custom" choice allows the user to design more complex filter criteria. The Clear All Filters button clears all filters you have set, including filters on worksheets other than the one you are currently on. You cannot import data into the workbook with filters set, so any time you select the "Import" link on the custom toolbar, all filters are automatically cleared.
	**Sort** Allows the user to sort the rows in the worksheet by any combination of up to three columns. Sorts may be in either ascending or descending order. The sorts are specified using the standard Excel sort function. Make sure to note the letters of the columns you want to sort on, because the column

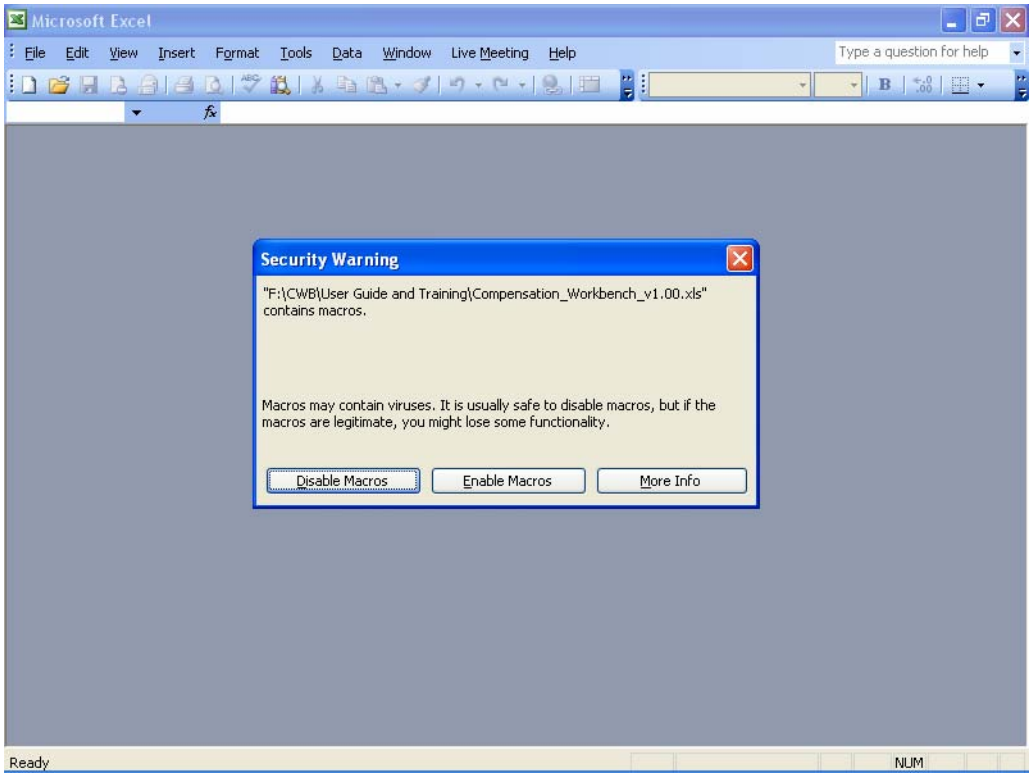
Toolbar Item	Description
	headings cannot be included in the sort range.
	**Validate** Checks the internal consistency of data entered in the worksheet and circles inconsistent entries in red. For example, a share assignment outside the range allowed for a given rating. You cannot run validation while rows or columns are hidden or filters are set – if you do, you will get a warning message reminding you to unhide all columns and rows and clear all filters before running the validation macro.
	**Clear Circles** After selecting on the "Validate" button and correcting any highlighted inconsistencies, this button removes all red circles.
	**Delete Row** Removes a row (employee) from the spreadsheet.
	**Highlight** This button allows you to change the background color of any selected cell or range of cells. To remove the highlighting, select the cell or range of cells again, select the highlight button, and choose the white background.

Where do I get CWB?

The CWB is available on the NSPS Readiness Tool (https://macbeth.cpms.osd.mil). It can be found in the Document Library in the IT and Data Systems folder.

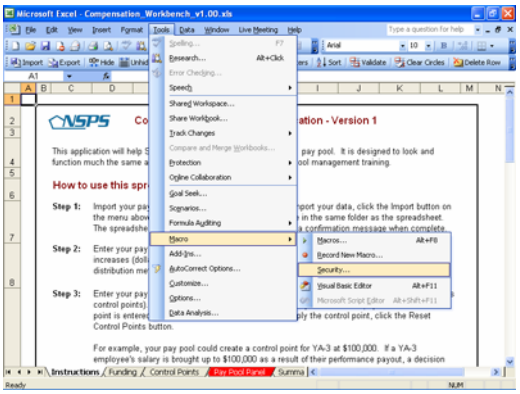
Opening the Spreadsheet and Enabling Macros

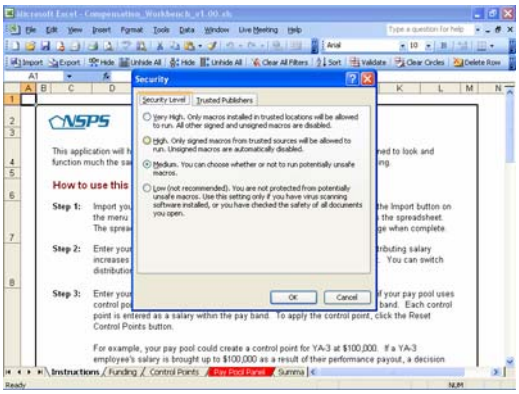
Each time you open the spreadsheet, the macros inside must be enabled for the spreadsheet to operate properly. In most cases, when you open the spreadsheet you will receive a security warning like the one that appears in the screen shot on the next page. To enable the macros, simply select Enable Macros, and the spreadsheet will open and operate normally.



If the security setting in Excel is set to either High or Very High, Excel automatically disables the macros in the spreadsheet. You can recognize this because 1) you are not prompted to enable the macros in the spreadsheet, and 2) the spreadsheet is not operating properly (e.g., links are non-responsive, the tool-bar does not appear). If this occurs, do the following:

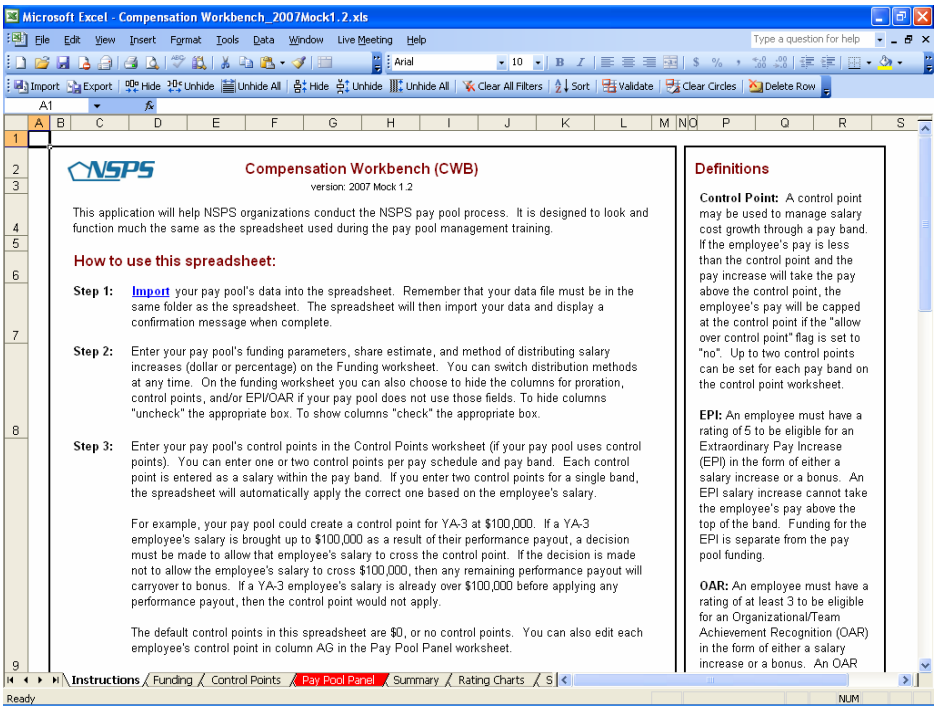
- Open Excel
- From the Tools Menu, select Macro → Security
- Change the security level to Medium
- Close Excel
- Reopen the spreadsheet
- Select Enable Macros when prompted





Instructions Worksheet

The **Instructions Worksheet** contains step-by-step instructions on the use of the application.



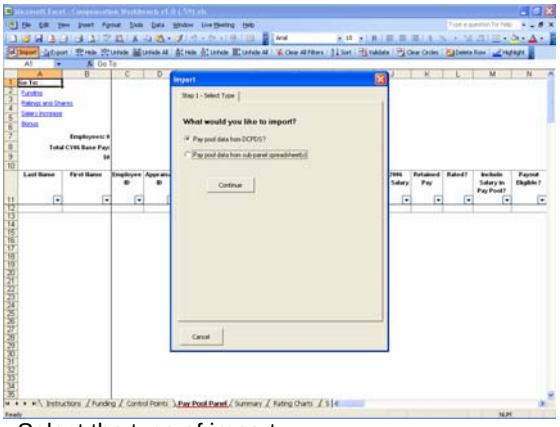
Importing Data into the Spreadsheet

Data can be imported from the DCPDS data file and other pay pool spreadsheets. How you do your import depends on whether or not you have sub-pay pools, and whether or not you want to create separate spreadsheets for each of those sub-pools.

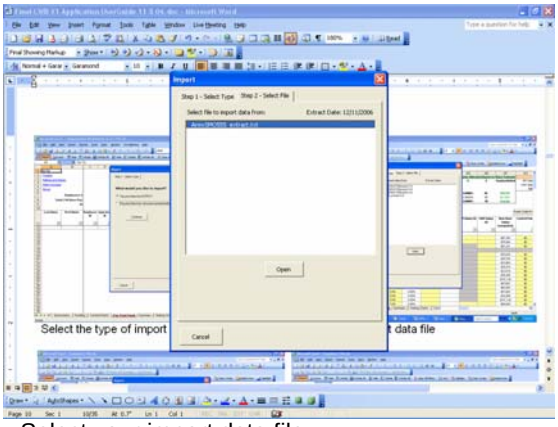
(1) Single Spreadsheet Import

If you only need a single spreadsheet to conduct your pay pool panel process – meaning you do not have any sub-pools or you do not want to create different spreadsheets for your sub-pools – the import process is conducted as follows:

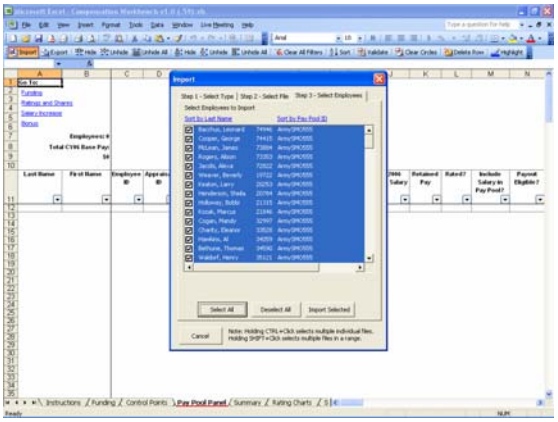
1. Open the spreadsheet, and select *Enable Macros.*
2. Select the **Import** button on the custom menu bar.
3. In Step 1 of the import form, select *pay pool data from DCPDS* then select *continue.*
4. Select the name of the file you want to import (it must be same folder on your computer as the spreadsheet itself), and select *open.*
5. Select the employees you want to import (most likely all employees if this is your first import), and select the *import selected.*
6. The spreadsheet will then import the selected employees.
7. Select "*Yes*" when you receive a confirmation saying *Data successfully imported. Would you like to save the spreadsheet?*



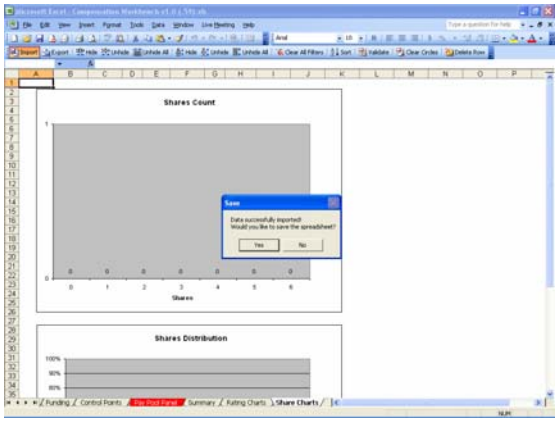
Select the type of import



Select your import data file



Select the employees you want to import



Save the spreadsheet

(2) Multiple Spreadsheets Import

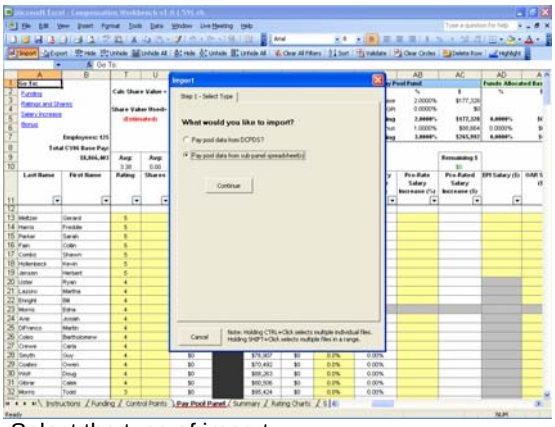
If you are using multiple spreadsheets to conduct your pay pool panel process – meaning you have sub-pools and want to create different spreadsheets for your sub-pools – the import process is conducted as follows:

To populate each sub-pool spreadsheet:

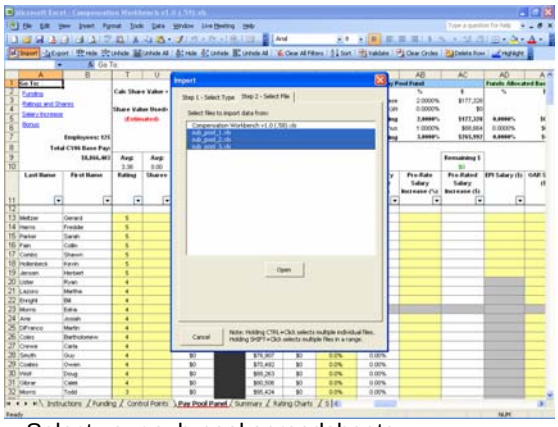
1. Open a spreadsheet, and select *Enable Macros.*
2. Select the **Import** button on the custom menu bar.
3. In Step 1 of the import form, select *pay pool data from DCPDS* then *continue.*
4. Select the name of the file you want to import (it must be same folder on your computer as the spreadsheet itself), and select *open.*
5. Select the employees you want to import (only the employees in that sub-pool), and select the *import selected.*
6. The spreadsheet will then import the selected employees.
7. Select "*Yes*" when you receive a confirmation saying *Data successfully imported. Would you like to save the spreadsheet?*
8. Repeat the process with a new spreadsheet for each additional sub-pool. It is recommended that you name each of your sub-pool spreadsheet files meaningfully, to include the name/number of each sub-pool and the date.

To combine each sub-pool spreadsheet to create an entire pay pool:

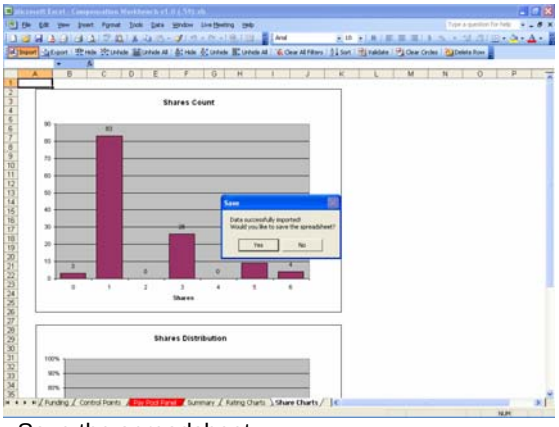
1. Open a new spreadsheet, and select *Enable Macros.*
2. Select the **Import** button on the custom menu bar.
3. In Step 1 of the import form, select *pay pool data from sub-panel spreadsheet(s)*, then select *continue.*
4. Select the names of the sub-pool spreadsheet file(s) you want to import (the spreadsheets must be same folder on your computer as the new spreadsheet), and select *open.*
5. The spreadsheet will then import the employees.
6. Select "*Yes*" when you receive a confirmation saying *Data successfully imported. Would you like to save the spreadsheet?*



Select the type of import



Select your sub-pool spreadsheets

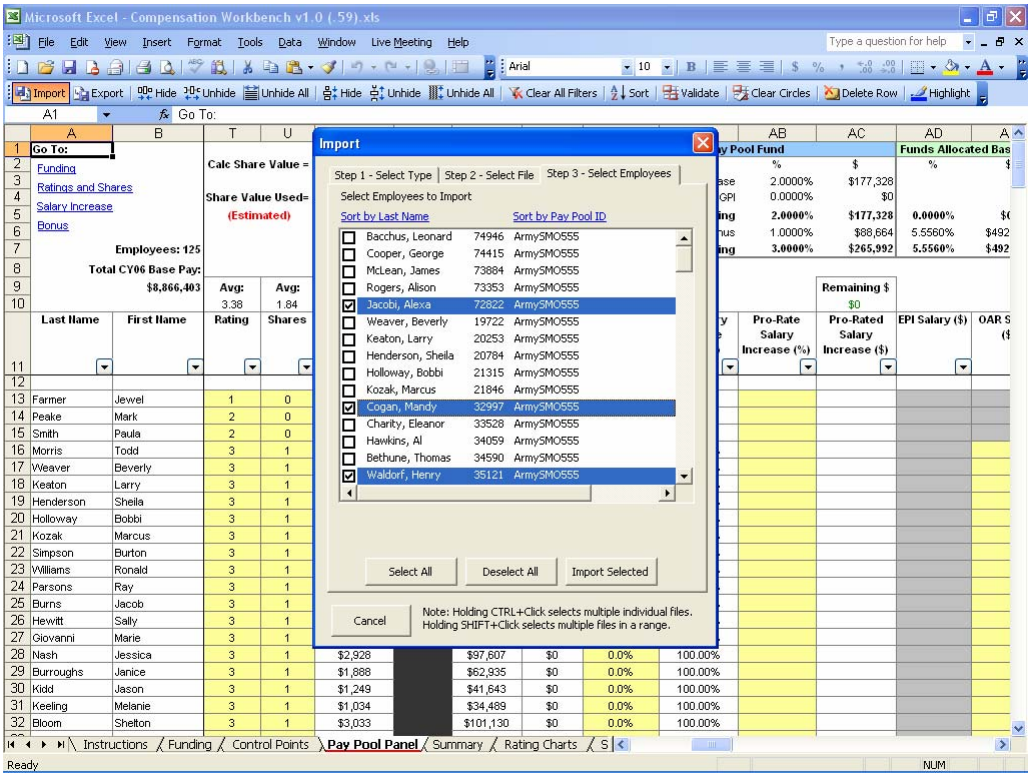


Save the spreadsheet

If you discover a mistake in the personnel data (pay band, occupational series, etc.) or need to add an employee that was not included in your original download, do the following:

1. Get the updated download file sent to you by your HR practitioner.
2. Open the spreadsheet, and select *Enable Macros.*
3. Select the **Import** button on the custom menu bar.

4. In Step 1 of the import form, select *pay pool data from DCPDS* then select *continue*.
5. Select the name of the file you want to import (it must be same folder on your computer as the spreadsheet itself), and select *open*.
6. Select ONLY those employee(s) you need to add or correct (most likely all employees if this is your first import), and select the *import selected*. **IMPORTANT** – if the employee is already in the spreadsheet, when you re-import their data you will lose any rating, shares, and payout information that has been entered so far. Therefore, please record that information before you import.
7. The spreadsheet will then import the selected employees.
8. Select "*Yes*" when you receive a confirmation saying *Data successfully imported. Would you like to save the spreadsheet?*

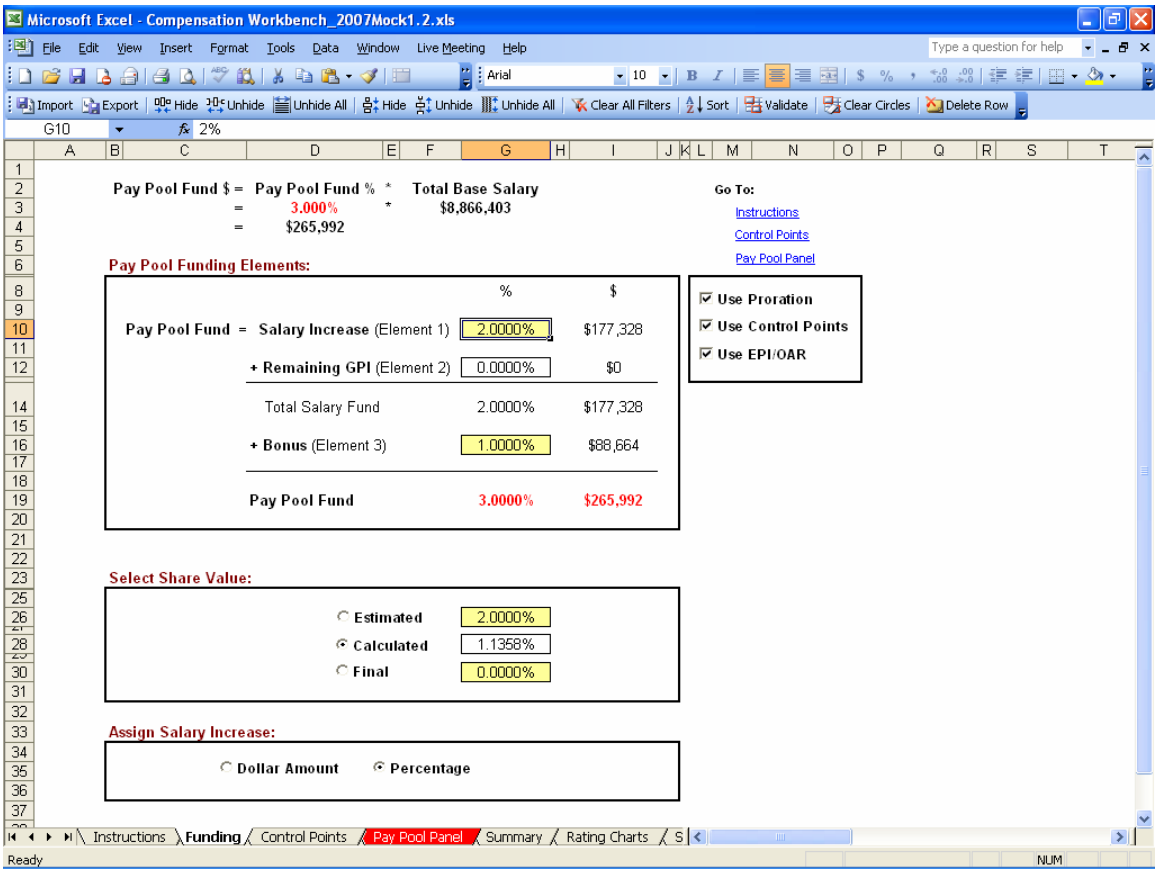


Funding Worksheet

The **Funding Worksheet** is used to enter pay pool funding levels, enter a share estimate, select a share value used in the pay pool calculations, and select the method to assign the salary increase portion of the performance payout.

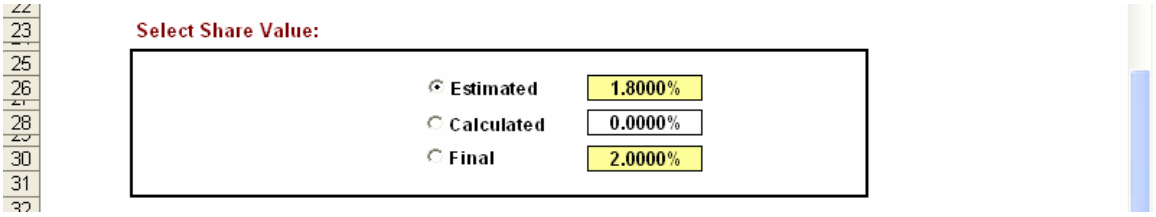
Pay Pool Funding Elements

Enter your pay pool's percentage funding levels in each of the yellow cells corresponding to each of the funding elements.



Enter and Select a Share Value

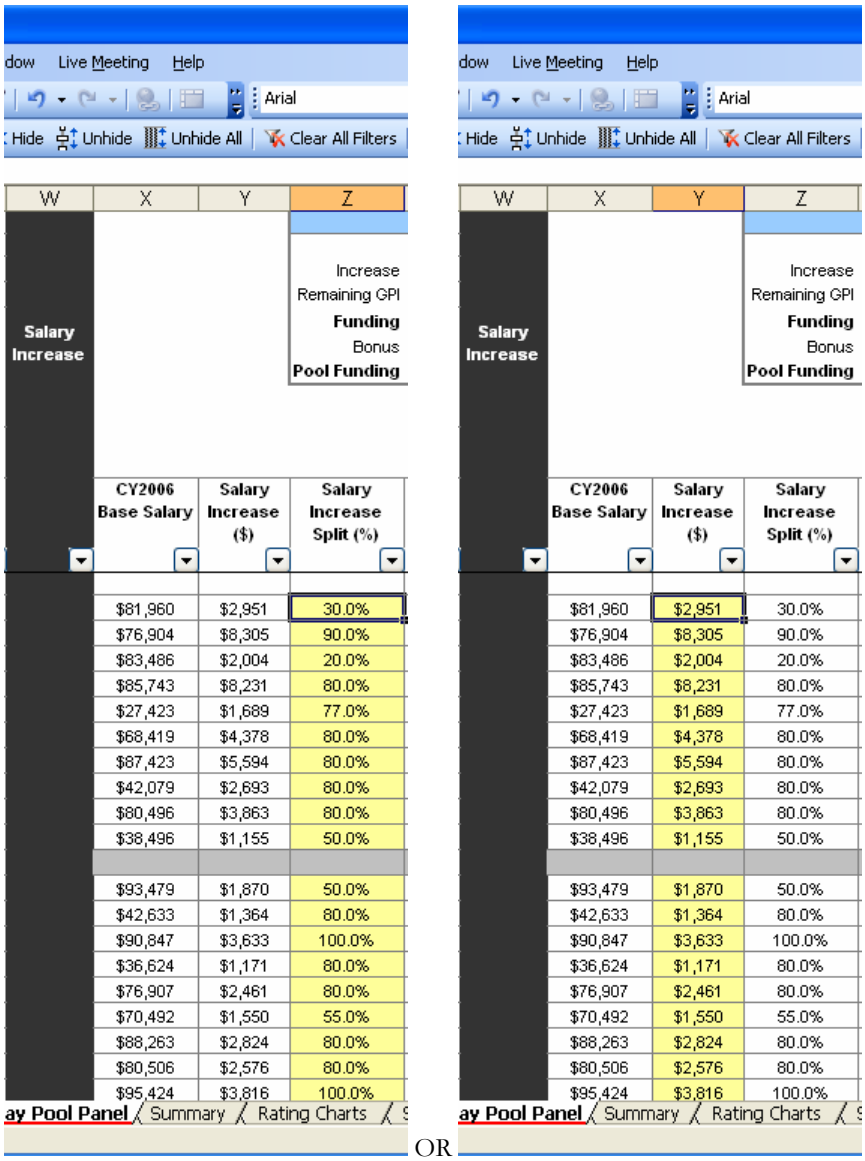
You can select which share value is used in the spreadsheet at any time. The share value estimate is entered in the yellow cell next to **Estimated,** and a final share value is entered next to **Final**. The **Calculated** share value will automatically be calculated in the CWB. Using the calculated share value will ensure the pay pool allocates its entire pay pool budget.



Both the calculated share value and the share value currently used to calculate the employees' performance payouts are displayed in cells V2 and V4 respectively in the **Pay Pool Panel** worksheet.

Assign Salary Increase Method

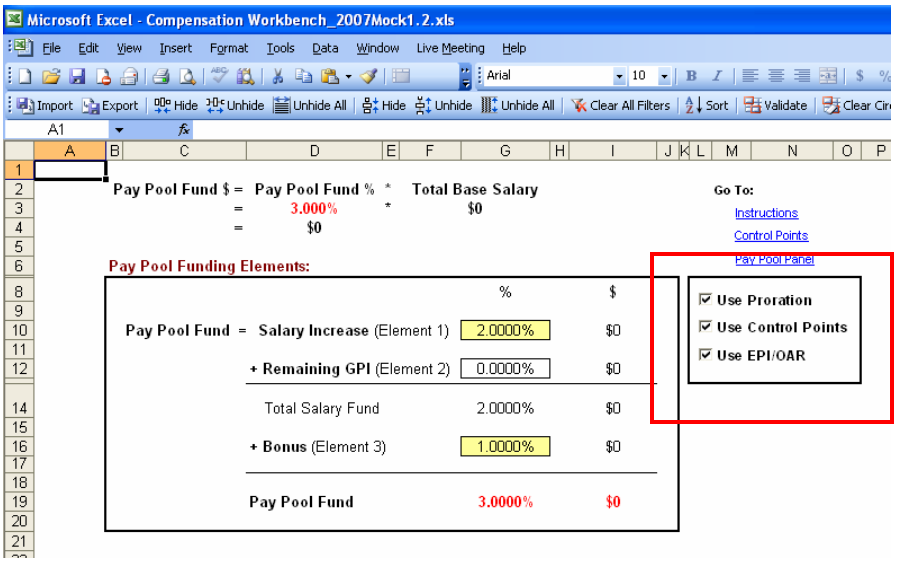
You can distribute the performance salary increases as either a dollar amount or a percentage of the performance payout. You can change between methods at any time. When you select **Dollar Amount**, the Salary Increase ($) column in the spreadsheet turns yellow, indicating you can edit the values in that column. When you select **Percentage**, the Salary Increase Split (%) column turns yellow, indicating you can edit the values in that column.



Distribute by Percentage OR Distribute by Dollar Amount

Automatically Hiding Sections of the Pay Pool Panel Worksheet

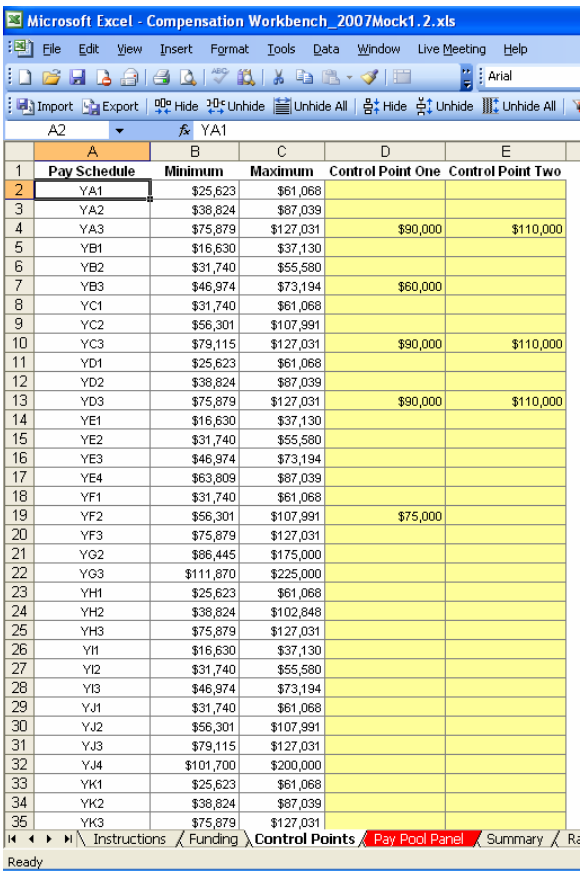
You can automatically hide some of the lesser used sections of the **pay pool panel** worksheet from the **funding** worksheet. To hide proration, control points, and/or the EPI/OAR sections, uncheck the appropriate checkbox. When you uncheck a box, the corresponding columns in the **pay pool panel** worksheet are hidden. A warning message will confirm that you want to continue and remind you that any data contained in the sections to be hidden will be deleted. To unhide columns, re-check the appropriate check box.

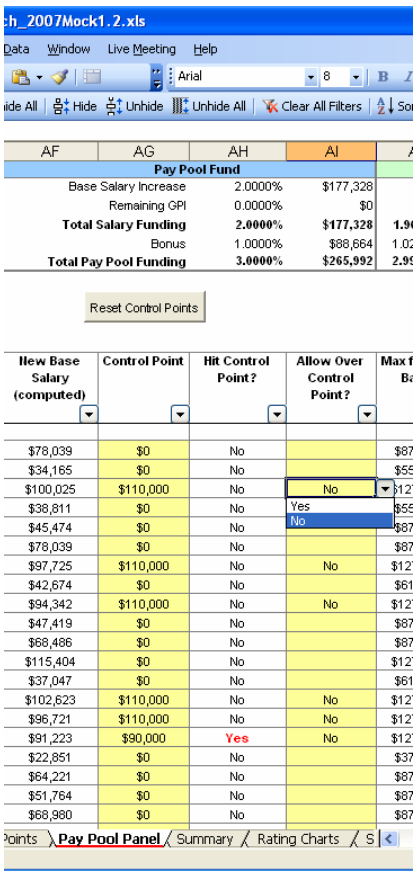


Control Point Worksheet

The **Control Point Worksheet** allows you to set two control points per pay schedule and pay band and then apply those control points across a pay pool. Enter the desired control point(s) in the yellow cells corresponding to the pay schedules and pay bands (you don't have to enter control points for every pay band). If you only have one control point for a band, use the first control point column. If you enter two control points, the second control point must be larger than the first. This will apply the appropriate control point for each employee in the pay pool based on their pay schedule and pay band. If the pay bands don't have control points, the control point column for those employees will be blank.

If you use control points, it is advised that you set the value of column AI (Allow Over Control Point?) to "No" as a default. This will enable the Max Salary Increase Split (%) to key on the control point. Control points can be assigned to individual employees on the **Pay Pool Panel** worksheet. This will overwrite a control point set by the **Control Point** worksheet. To reassign a control point from the **Control Point** worksheet, use the Reset Control Points button on the **Pay Pool Panel** worksheet. The Reset Control Points button will replace any individual control points you may have set in the **Pay Pool Panel** worksheet.





Pay Pool Panel Worksheet

The **Pay Pool Panel Worksheet** has 59 columns. Yellow cells can be edited but white cells are protected and cannot be changed. The spreadsheet information flows left to right.[1] Unused columns can be hidden using the hide feature in the custom menu bar.

Eligibility and Specially Situated Employees (Modal Ratings)

You can select from three types of eligibility that are offered for each employee. The first is whether an employee is eligible for a performance rating. Although most of the employees in your pay pool will be eligible for a rating, some employees may not be eligible. For example, an employee who was hired from outside DoD into an NSPS organization on September 20, 2007, would not be eligible for a rating. When employees are not eligible to be rated, the value in column L (Rated?) should be changed to "No."

The second type of eligibility is whether an employee's salary is included in the pay pool. There may be special circumstances when an employee's salary should not be included in the pay pool. In these cases, the value in column M (Include Salary in Pay Pool?) should be changed to "No."

[1] Working from right to left can cause problems in the spreadsheet. For example, changing a rating after the number of shares has been set causes a mismatch. Avoid working from right to left and use the validate function on the tool bar often to check for mismatches.

The final type of eligibility is whether an employee is eligible to receive a performance payout. Most employees who are eligible for a rating are also eligible for a performance payout, but there are some special circumstances when this is not the case. For example, an employee who retires after the end of the appraisal period, but before the payout would not be eligible to receive a payout. In such situations, the value in column N (Payout Eligible?) should be changed to "No."

Modal ratings and payouts are not part of the functionality provided in CWB. Therefore, specially situated employees who receive a modal rating and payout, as defined in DoD NSPS Implementing Issuances (SC 1940 Appendix 1), should not be included in the spreadsheet and must be handled manually.

Ratings

The data downloaded from DPCDS will include both an average score and a recommended rating of record. This information is populated into columns S and T respectively. The average score is provided for information only and has no formulaic relationship to the rating *in the spreadsheet*. If a rating is changed, the average score will NOT automatically change. Only ratings of 1, 2, 3, 4, or 5 may be entered into column T.

Shares

The number of shares an employee receives is contained in column U. The share range available for each employee corresponds to the rating for that employee (column T). For example, if an employee receives a rating of 3, only 1 or 2 shares can be assigned.

Payout Distribution

Payout distribution, or the payout split between base salary increase and bonus, is controlled by the base salary increase amount entered into columns Y and Z. Once a salary increase amount is calculated, the remainder of the performance payout is automatically distributed as bonus. The amount of salary increase can either be entered as a dollar amount or as a percentage of the performance payout. You can choose which method on the **Funding** worksheet. By default, 100% of the payout split goes to bonus.

Proration

Performance salary increases and bonuses can be prorated. By entering a proration percentage in column AB, the employee's salary increase will be prorated by that percentage. The resulting salary increase is displayed in column AC. When a percentage is entered into AX, the employee's bonus is prorated by that percentage. The resulting bonus is displayed in column AY.

The salary increase and bonus funds that are prorated cannot be redistributed to the pay pool.

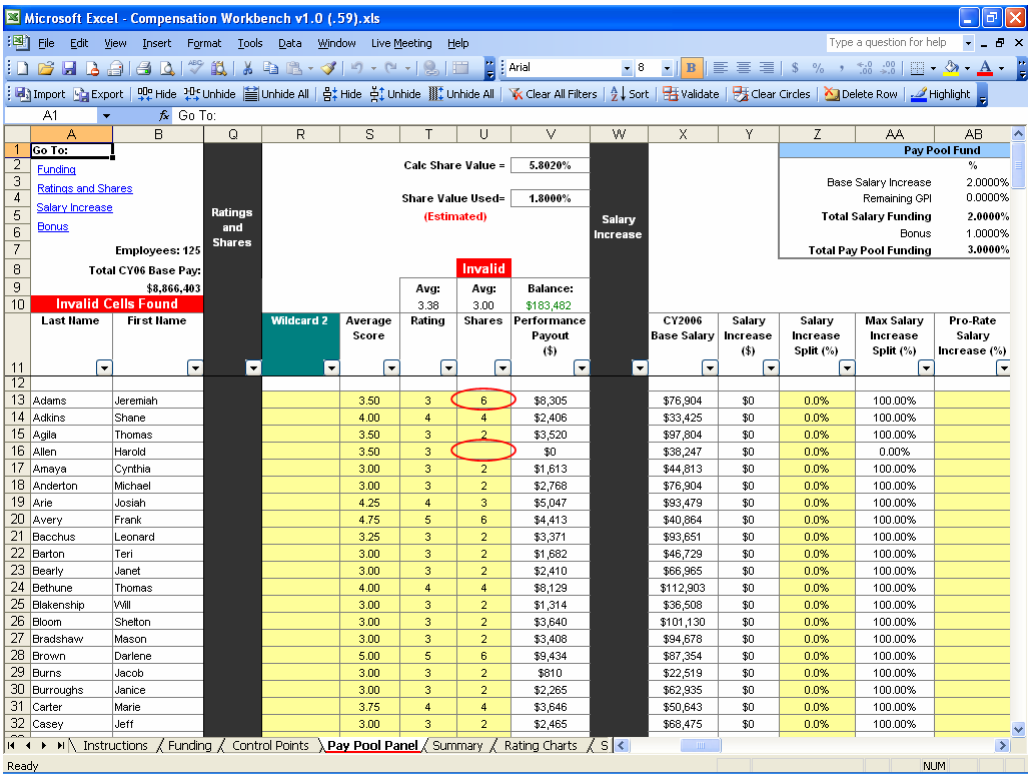
EPI and OAR

Extraordinary Pay Increases (EPI) and Organizational/Team Achievement Recognition (OAR) in the form of base salary increases and/or bonuses can be

distributed in the spreadsheet using columns AD, AE, AZ, and BA. The aggregate amounts distributed in the form of EPIs and OARs are calculated and displayed at the top of the spreadsheet between columns AG and AJ. Funds used for EPI and OAR are not part of the pay pool funds. Employees must have a rating of 5 to be eligible for an EPI, and a rating of 3 to be eligible for an OAR.

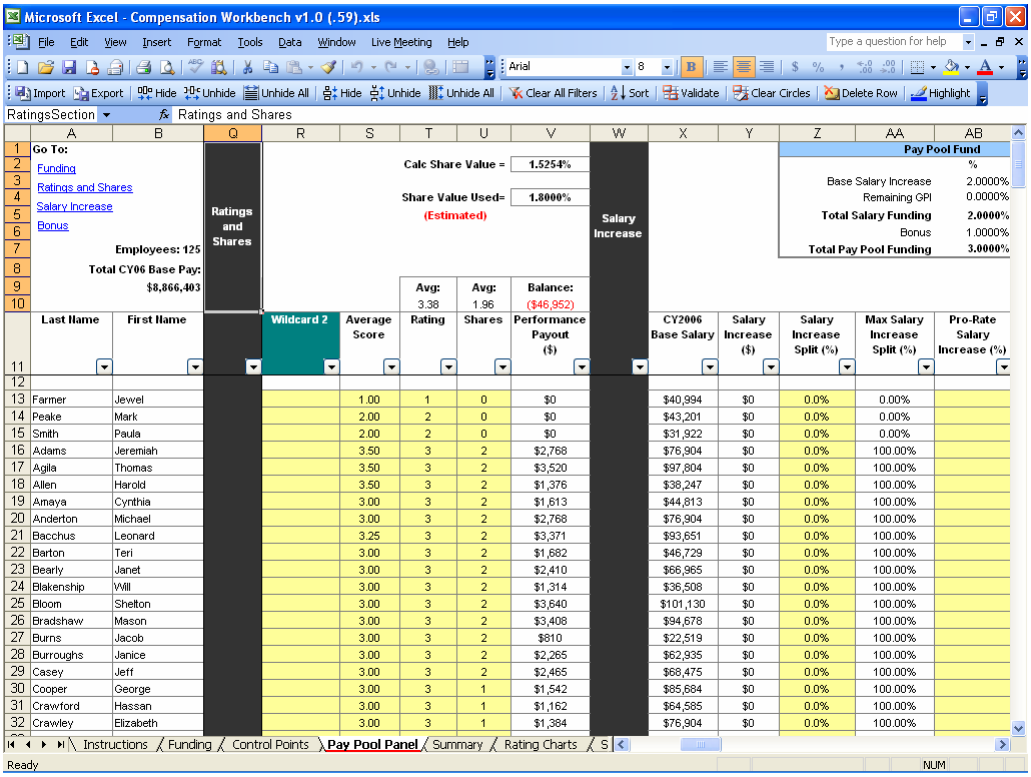
Validating Data

One of the most important features of the spreadsheet is the **Validate** button contained in the custom menu bar. When you select the validate button, the data is checked and problems are circled in red. The validate feature checks for such errors as rating and share mismatch, and missing share values. A red marker appears over each column where an error occurs. When you correct the problem and validate again, the circle and marker disappear. **You should validate your data often!**

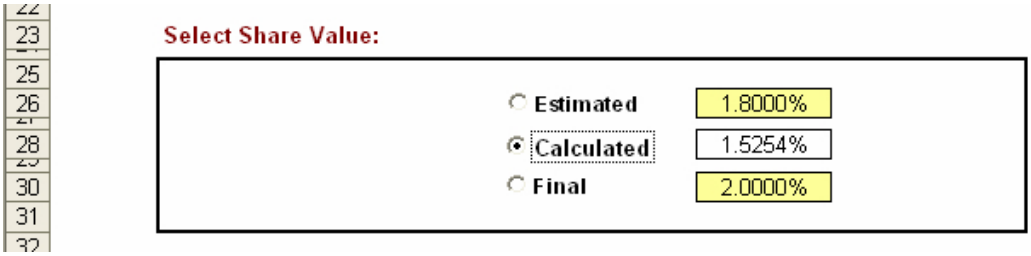


Determining a Final Share Value

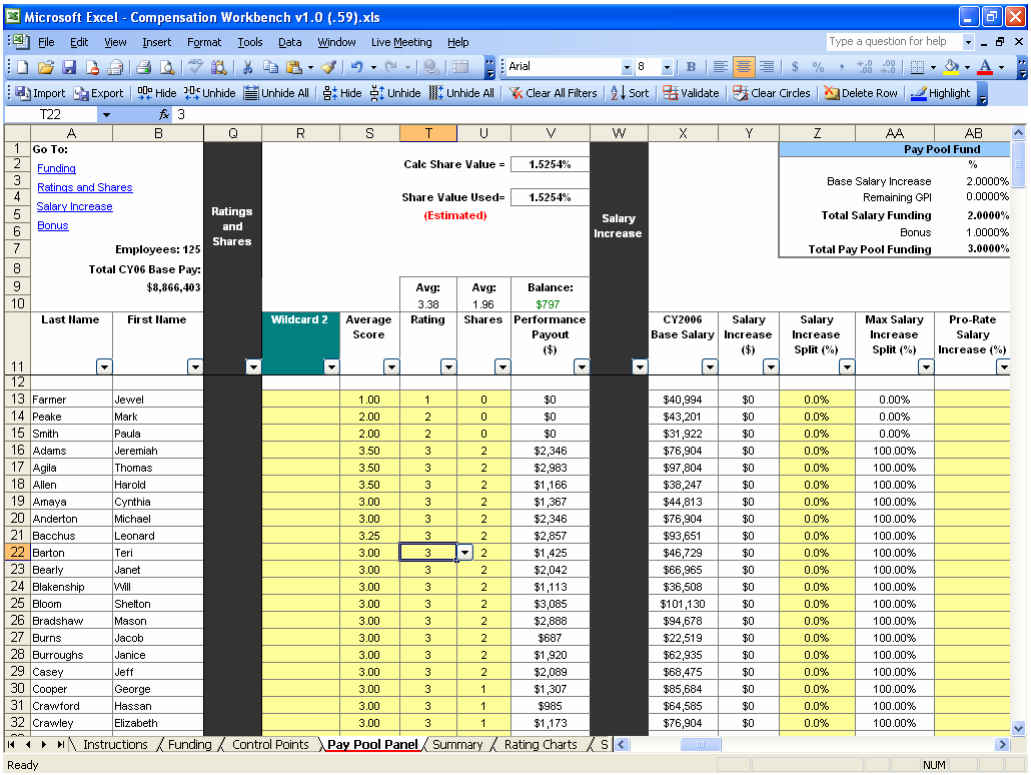
Once every employee has received a rating and share assignment, a final share value can be determined. In the screen shot below, you can see that this pay pool estimated their share value to be 1.8000% and the calculated share value turned out to be 1.5254%. You can also see that this pay pool has over spent its budget by about $46,000 because the share estimate was greater than the calculated share value.



In order to spend its entire budget, the pay pool should calculate the performance payouts based upon the calculated share value. To do this, go to the **Funding** worksheet and switch the share value from Estimated to Calculated.

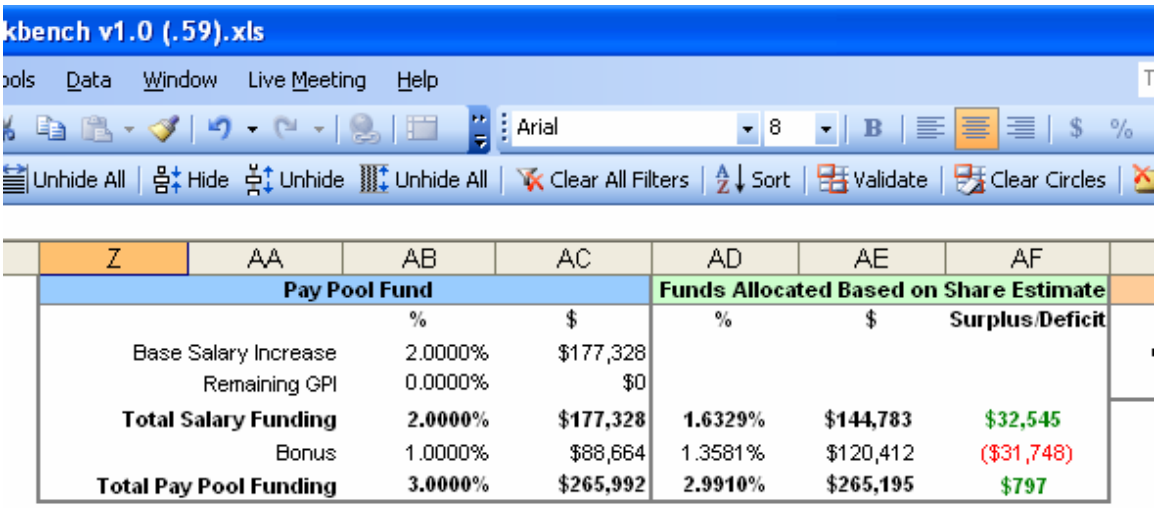


The pay pool has spent its entire budget.



Reconciling Payout Distributions with Pay Pool Budget

When you use the calculated share value, it ensures that the sum of your performance payouts equals your total pay pool budget. However, it does not guarantee that the funds allocated for base salary increases stay within with your salary increase budget. In the example below, this pay pool has under spent its salary increase budget by about $32,000. Its salary increase budget was 2.0% and it has allocated only 1.6%. To correct this situation, the pay pool must reallocate bonus to salary.



	Z	AA	AB	AC	AD	AE	AF
	Pay Pool Fund				Funds Allocated Based on Share Estimate		
			%	$	%	$	Surplus/Deficit
	Base Salary Increase		2.0000%	$177,328			
	Remaining GPI		0.0000%	$0			
	Total Salary Funding		**2.0000%**	**$177,328**	**1.6329%**	**$144,783**	**$32,545**
	Bonus		1.0000%	$88,664	1.3581%	$120,412	($31,748)
	Total Pay Pool Funding		**3.0000%**	**$265,992**	**2.9910%**	**$265,195**	**$797**

Pay Pool Panel Worksheet Column Descriptions

The **Pay Pool Panel Worksheet** contains 59 columns. Only columns/cells that are yellow can be modified by the user. Other cells contain data that is either populated from DCPDS or calculated in the spreadsheet. Every column has an auto filter. The table below describes the columns.

Column	Source	Description
A	DCPDS	**Last Name** Employee's last name.
B	DCPDS	**First Name** Employee's first name.
C	DCPDS	**Employee ID** Employee's unique identifier assigned by DCPDS.
D	DCPDS	**Appraisal ID** Employee's unique appraisal identifier assigned by Performance Appraisal Application.
E	DCPDS	**Pay Pool ID** Pay Pool's unique identifier.
F	User Input	**Wildcard** First of five open columns available for use. The cells in this column are not protected and can be used to hold data or equations.
G	DCPDS	**Pay Schedule** Employee's NSPS Pay Schedule. A set of related pay bands for a specified category of employees within a career group. There are typically four pay schedules (it varies by career group): Professional/Analytical, Technician/Support, Supervisor/Manager, and Student.
H	DCPDS	**Pay Band** Employee's NSPS Pay Band. Pay bands combine a range of work into discrete levels. NSPS pay system establishes a pay range for each pay band, with a minimum and a maximum pay rate.
I	DCPDS	**Occ Code** Numeric designator that replaces the occupational

Column	Source	Description
		series established by OPM in the title 5 classification system. Each code represents a specific type of work (for example, 0110 Economist; 1410 Librarian, 0893 Chemical Engineer).
J	DCPDS	**CY2007 Base Salary** Employee's base salary as of the end of the rating cycle.
K	DCPDS	**Retained Pay** A "Yes" in this column indicates the employee's base salary is greater than the maximum for their pay band. The employee is not eligible for performance, EPI, or OAR salary increases, but may receive bonuses.
L	User Input	**Rated?** Enables the user to select whether or not an employee should be rated. The default value is "Yes."
M	User Input	**Include Salary in Pay Pool?** A "No" in this column removes an employee's salary from the pay pool. The default value is "Yes."
N	User Input	**Payout Eligible?** A "No" in this column makes an employee ineligible for a performance payout, EPI, or OAR. The default value is "Yes."
O	DCPDS	**Rating Official** Name of the rating official that issued the employee's recommended rating of record in the Performance Appraisal Application. A Rating Official is a management representative, usually the immediate supervisor, who is approved by the pay pool manager to evaluate and assess employee performance and recommend a rating of record for review by the pay pool panel.

Column	Source	Description
P	DCPDS	**Sub-Panel Manager** Name of the sub-panel manager who oversees the sub-panel to which the employee belongs.
Q	n/a	**Ratings and Shares** Marks the beginning of the ratings and shares section of the spreadsheet.
R	User Input	**Wildcard 2** Second of five open columns available for use. The cells in this column are not protected and can be used to hold data or equations.
S	User Input	**Average Score** The average of the employee's adjusted objective ratings. This value is carried to two decimal places (e.g., 3.75).
T	User Input	**Rating (Rating of Record)** The rounded average of the adjusted ratings for each objective (see rounding rules below). Rounding Rules for the Rating of Record: If the average score is greater than x.50, then the rating of record is calculated by rounding up to the next whole number. If the average score is less than or equal to x.50, then the rating of record is calculated by rounding down to the whole number. *Rating of Record* — *Rating of Record Descriptor* 5 — Role Model 4 — Exceeds Expectations 3 — Valued Performer 2 — Fair 1 — Unacceptable
U	User Input	**Shares** *Rating of Record* — *Share Range Available for Assignment*

Column	Source	Description
		5 5 or 6 4 3 or 4 3 1 or 2 2 0 1 0
V	Calculated	**Performance Payout $** An employee's performance payout is calculated by multiplying the employee's base salary at the end of the appraisal period (column J or pay band max if on retained pay) by the number of shares earned by the employee (column U) by the share value (cell V4).
W	n/a	**Salary Increase** Marks the beginning of the salary increase section of the spreadsheet.
X	DCPDS	**CY2007 Base Salary** Employee's base salary as of the end of the rating cycle.
Y	User Input	**Salary Increase ($)** The performance salary increase dollar amount. This value must be between 0 and the performance payout amount. Salary increase split can either be distributed as a dollar amount or as a percentage of the performance payout. A toggle switch is provided on the **Funding** worksheet to switch between the two methods.
Z	User Input	**Salary Increase Split (%)** The percentage of the performance payout distributed as salary increase. *See Max Salary Increase Split (%) below.* Salary increase split can either be distributed as a dollar amount or as a percentage of the performance payout. A toggle switch is provided on the **Funding** worksheet to switch between the two methods.
AA	Calculated	**Max Salary Increase Split (%)** Maximum salary increase percentage the employee can receive based on a control point or pay band

Column	Source	Description
		maximum. If a control point is entered for the employee, and the Allow Over Control Point (column AI) is "No," then Max Salary Increase Split (%) is based on the control point. If a control point is entered for the employee, and the Allow Over Control Point (column AI) is "Yes," then Max Salary Increase Split (%) is based on the Max for Pay Band.
AB	User Input	**Pro-Rate Salary Increase (%)** The percentage by which the employee's performance salary increase is pro-rated.
AC	Calculated	**Pro-Rated Salary Increase ($)** The resulting pro-rated salary increase amount. For example, if an employee's salary increase was $2,000, and the pro-ration percent was 50%, then the pro-rated salary increase would be $1,000.
AD	User Input	**EPI Salary ($)** The dollar amount of the extraordinary pay increase (EPI) salary increase. This amount is limited by control points and/or the maximum for a pay band. Employees must have a rating of 5 to be eligible for an EPI.
AE	User Input	**OAR Salary ($)** The dollar amount of the Organizational/Team Achievement Recognition (OAR) salary increase. This amount is limited by control points and/or the maximum for a pay band. Employees must have a rating of 3 or greater to be eligible for an OAR.
AF	Calculated	**New Base Salary (Computed)** The employee's new base salary after adding in the performance salary increase, EPI, and OAR, but before enforcing control points or the maximum for a pay band.

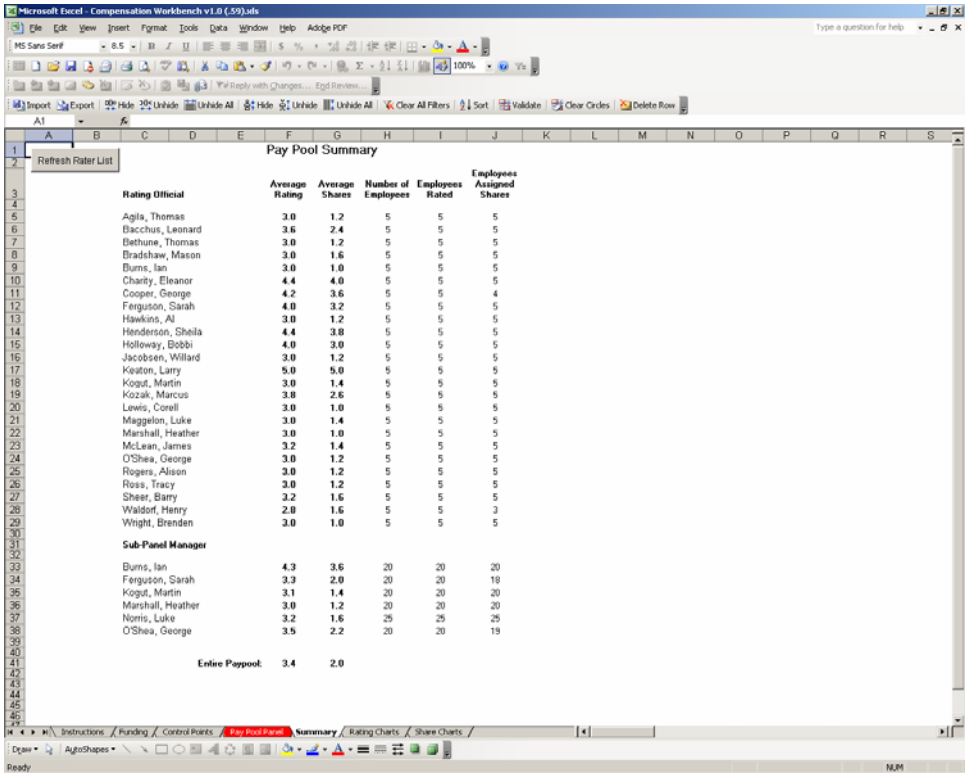
Column	Source	Description
AG	User Input	**Control Point** The salary used as a control point for the employee. Control points can be manually entered for each employee, or can be applied by pay schedule and pay band by using the **Control Point** worksheet.
AH	Calculated	**Hit Control Point?** A "Yes" indicates the employee has reached the entered control point.
AI	User Input	**Allow Over Control Point?** If "Yes" is selected, the employee's salary is allowed to pass over the control point salary. If "No" is selected, the employee's salary is capped at the control point salary, and any remaining salary increase is rolled over as carryover [bonus]. The carryover amount is displayed in column AT.
AJ	Calculated	**Max for Pay Band** The maximum base salary for the employee's pay schedule and pay band.
AK	Calculated	**Hit Max for Band?** A "Yes" indicates the employee has reached the maximum for the employee's pay band.
AL	Calculated	**Performance Salary Increase ($)** The final performance salary increase after the control point and pay band maximum rules are enforced.
AM	Calculated	**EPI ($)** The final EPI salary increase amount after the control point and pay band maximum rules are enforced.
AN	Calculated	**OAR ($)** The final OAR salary increase amount after the control point and pay band maximum rules are enforced.
AO	Calculated	**Final Base Salary Increase ($)** The sum of the final performance salary increase,

Column	Source	Description
		EPI salary increase, and OAR salary increase.
AP	Calculated	**2008 Base Salary** The employee's new base salary after adding their final performance salary increase, EPI salary increase, and OAR salary increase to their base salary. The sum of columns X and AO.
AQ	Calculated	**New Salary in Relation to Pay Band Max** The $ amount the employee's salary is below the maximum of their pay band. The difference between columns AJ and AP.
AR	User Input	**Wildcard 3** Third of five open columns available for use. The cells in this column are not protected and can be used to hold data or equations.
AS	n/a	**Bonus** Marks the beginning of the bonus section of the spreadsheet.
AT	Calculated	**Carryover ($)** Any funds that were intended to be given as a salary increase, but could not because of a pay cap.
AU	Calculated	**Bonus ($)** The performance bonus dollar amount. This amount is the difference between the entire performance payout and the amount of the payout distributed as salary increase.
AV	Calculated	**Carryover + Bonus ($)** The sum of Carryover ($) and Bonus ($).
AW	Calculated	**Bonus Split** The split of the performance payout distributed as bonus.
AX	User Input	**Pro-Rate Bonus (%)** The percentage by which the employee's performance bonus increase is pro-rated.

Column	Source	Description
AY	Calculated	**Pro-Rated Bonus ($)** The resulting pro-rated bonus amount. For example, if an employee's performance bonus was $1,000, and the pro-ration percent was 50%, then the pro-rated bonus would be $500.
AZ	Calculated	**EPI Bonus ($)** The dollar amount of the extraordinary pay increase (EPI) bonus. Employees must have a rating of 5 to be eligible for an EPI.
BA	Calculated	**OAR Bonus ($)** The dollar amount of the Organizational/Team Achievement Recognition (OAR) bonus. Employees must have a rating of 3 or greater to be eligible for an OAR.
BB	Calculated	**Performance Bonus ($)** The final performance bonus.
BC	Calculated	**EPI Bonus ($)** The final EPI bonus.
BD	Calculated	**OAR Bonus ($)** The final OAR bonus.
BE	Calculated	**Total Bonus ($)** The sum of the final performance bonus, EPI bonus, and OAR bonus.
BF	User Input	**Wildcard 4** Fourth of five open columns available for use. The cells in this column are not protected and can be used to hold data or equations.
BG	User Input	**Wildcard 5** Last of five open columns available for use. The cells in this column are not protected and can be used to hold data or equations.

Summary Worksheet

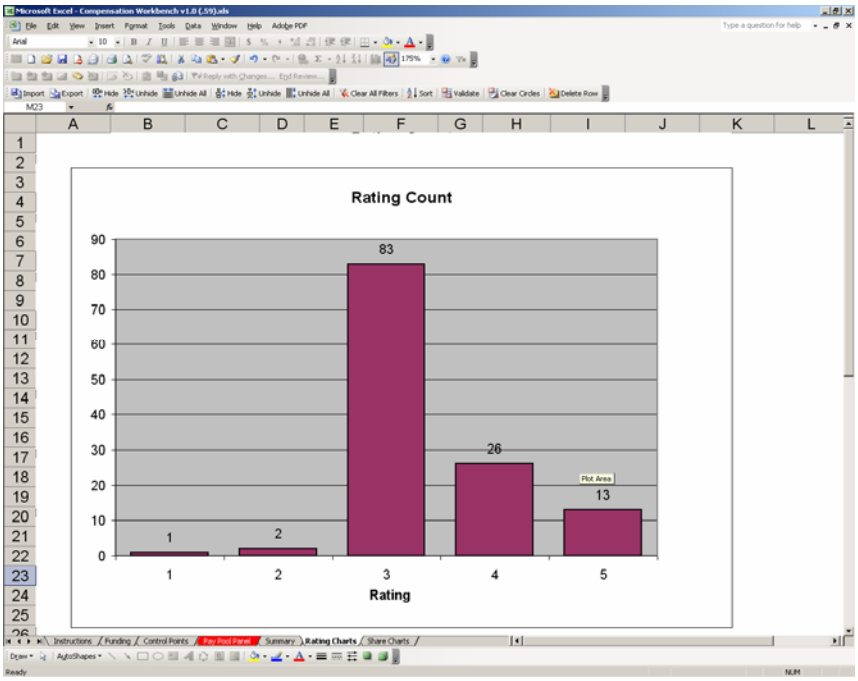
The **Summary** worksheet displays the average rating, average shares, number of employees, number of employees already rated, and number of employees who have been assigned shares for each rating official and sub-pool. If you want to view data for portions of your pay pool, set a filter on the **Pay Pool Panel** worksheet to select the group of employees and then click the Refresh Rater List button.

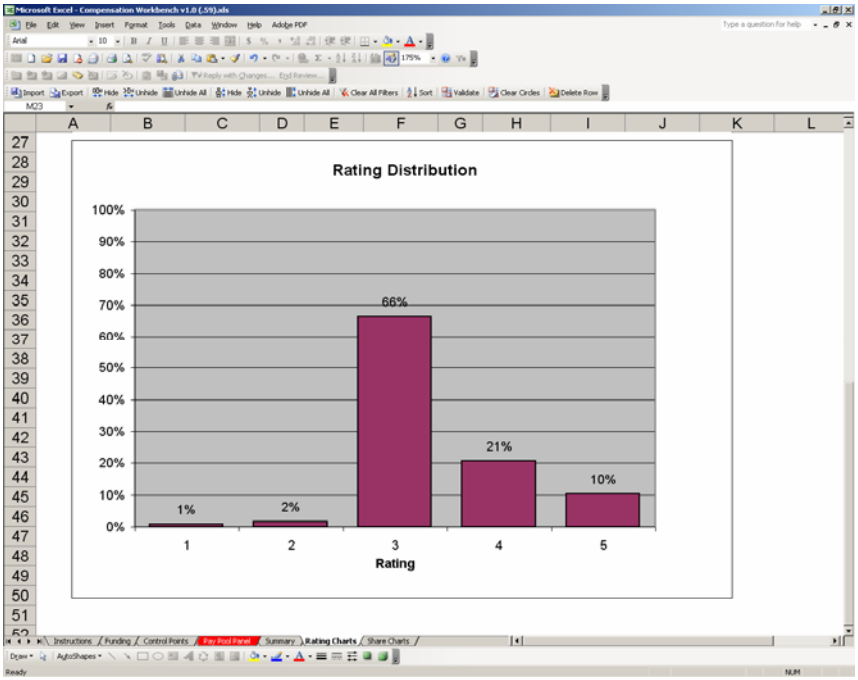


Rating Official	Average Rating	Average Shares	Number of Employees	Employees Rated	Employees Assigned Shares
Agila, Thomas	3.0	1.2	5	5	5
Bacchus, Leonard	3.6	2.4	5	5	5
Bethune, Thomas	3.0	1.2	5	5	5
Bradshaw, Mason	3.0	1.6	5	5	5
Burns, Ian	3.0	1.0	5	5	5
Charity, Eleanor	4.4	4.0	5	5	5
Cooper, George	4.2	3.6	5	5	4
Ferguson, Sarah	4.0	3.2	5	5	5
Hawkins, Al	3.0	1.2	5	5	5
Henderson, Sheila	4.4	3.8	5	5	5
Holloway, Bobbi	4.0	3.0	5	5	5
Jacobsen, Willard	3.0	1.2	5	5	5
Keaton, Larry	5.0	5.0	5	5	5
Kogut, Martin	3.0	1.4	5	5	5
Kozak, Marcus	3.8	2.6	5	5	5
Lewis, Corell	3.0	1.0	5	5	5
Maggelon, Luke	3.0	1.4	5	5	5
Marshall, Heather	3.0	1.0	5	5	5
McLean, James	3.2	1.4	5	5	5
O'Shea, George	3.0	1.2	5	5	5
Rogers, Alison	3.0	1.2	5	5	5
Ross, Tracy	3.0	1.2	5	5	5
Sheer, Barry	3.2	1.6	5	5	5
Waldorf, Henry	2.8	1.6	5	5	3
Wright, Brenden	3.0	1.0	5	5	5
Sub-Panel Manager					
Burns, Ian	4.3	3.6	20	20	20
Ferguson, Sarah	3.3	2.0	20	20	18
Kogut, Martin	3.1	1.4	20	20	20
Marshall, Heather	3.0	1.2	20	20	20
Norris, Luke	3.2	1.6	25	25	25
O'Shea, George	3.5	2.2	20	20	19
Entire Paypool:	3.4	2.0			

Rating Charts

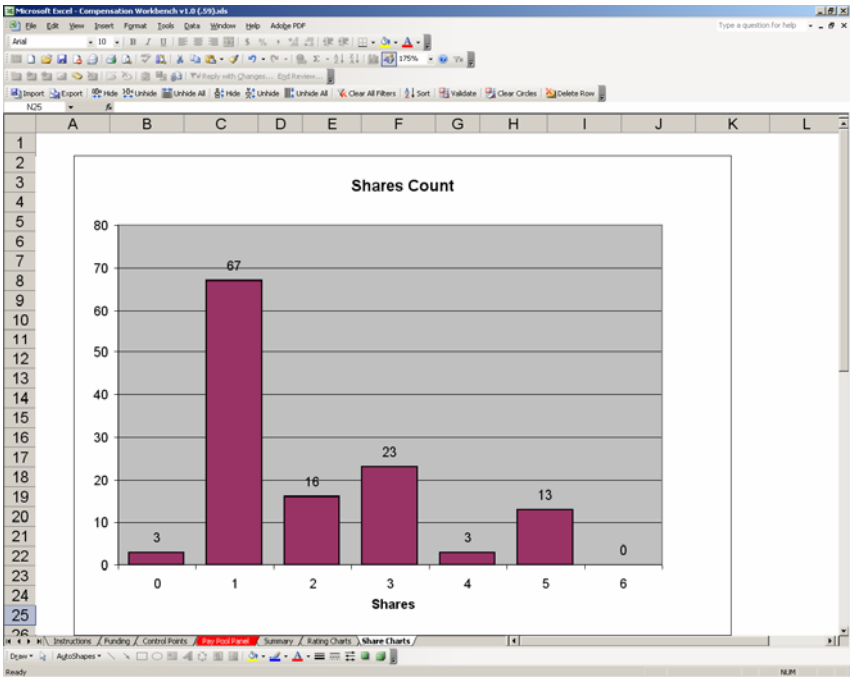
The rating charts provide a bar chart showing the rating distribution of the pay pool. The top chart shows the count of employees receiving each rating, and the bottom chart shows the percentage distribution. Charts are for pay pool use only. Do not release without pay pool manager approval.

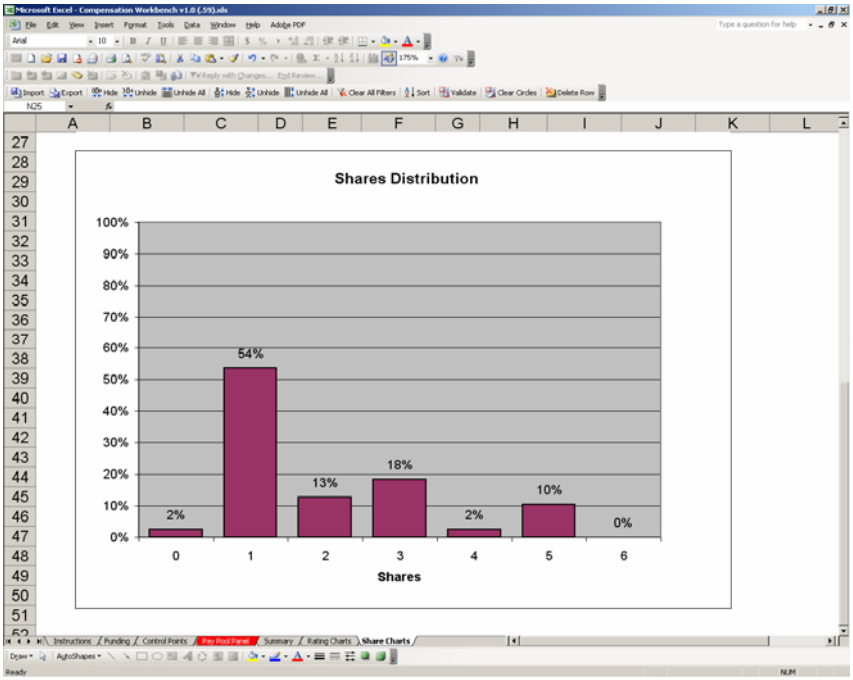




Shares Charts

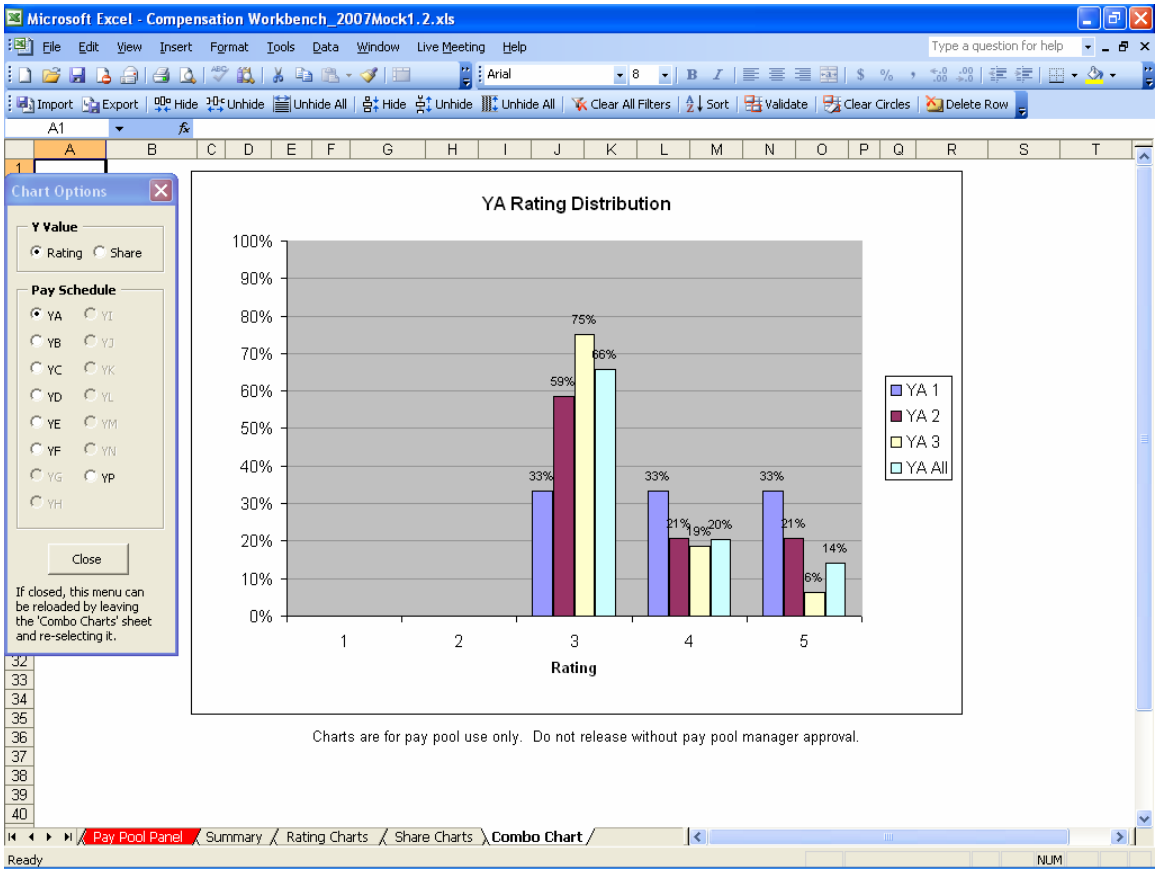
The rating charts provide a bar chart showing the shares distribution of the pay pool. The top chart shows the count of employees receiving each number of shares, and the bottom chart shows the percentage distribution. Charts are for pay pool use only. Do not release without pay pool manager approval.





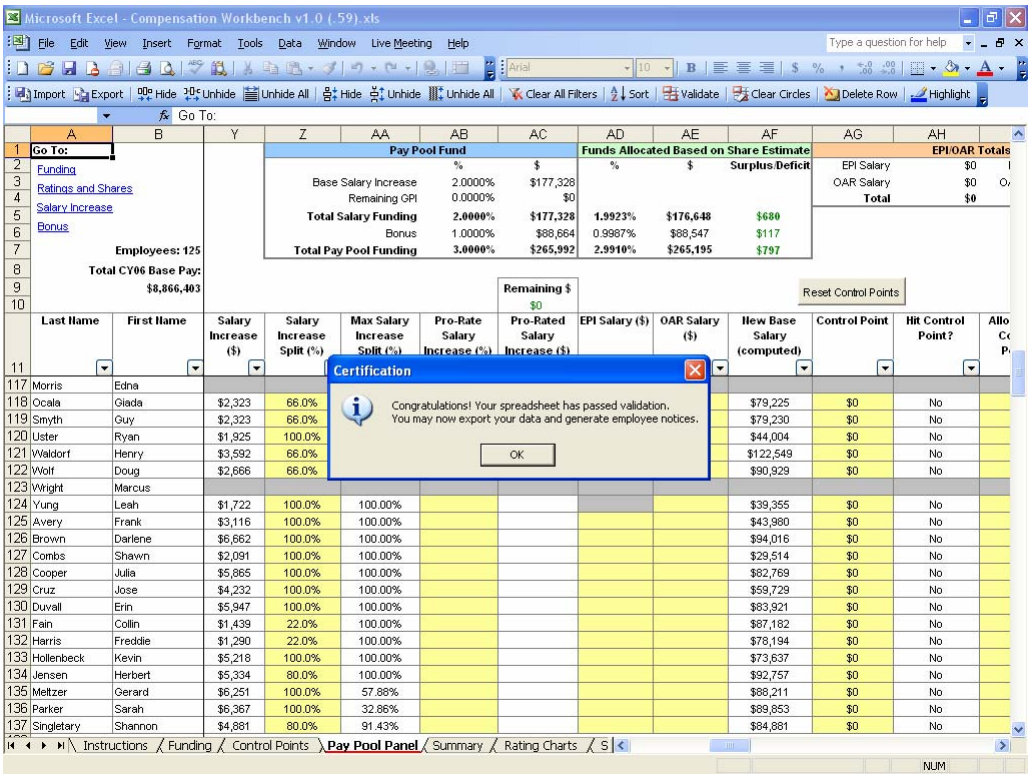
Combo Chart

The combo chart provides a bar chart showing the percentage of employees in each pay band that received each rating or share. For example, the below chart shows that 75% of YA-3s received a 3 rating, 19% received a 4, and 6% received a 5. You can select a different pay schedule, and view either rating or share distribution in the chart options menu. Pay schedules that do not exist in your pay pool will be grayed out. Charts are for pay pool use only. Do not release without pay pool manager approval.



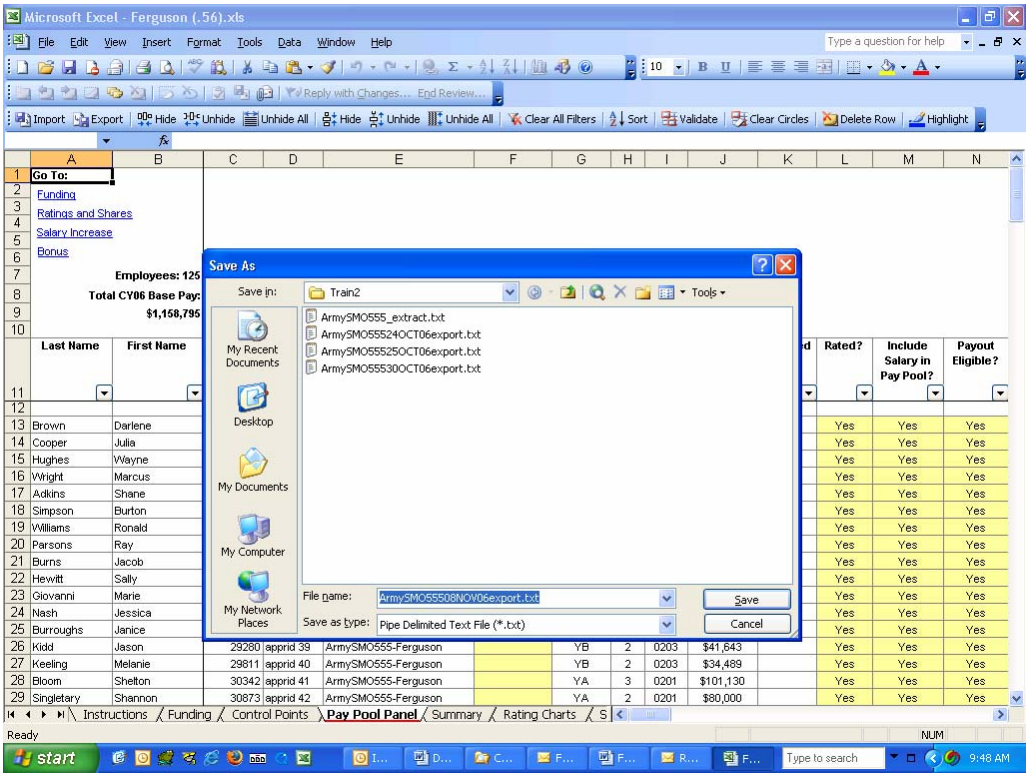
Certifying Data

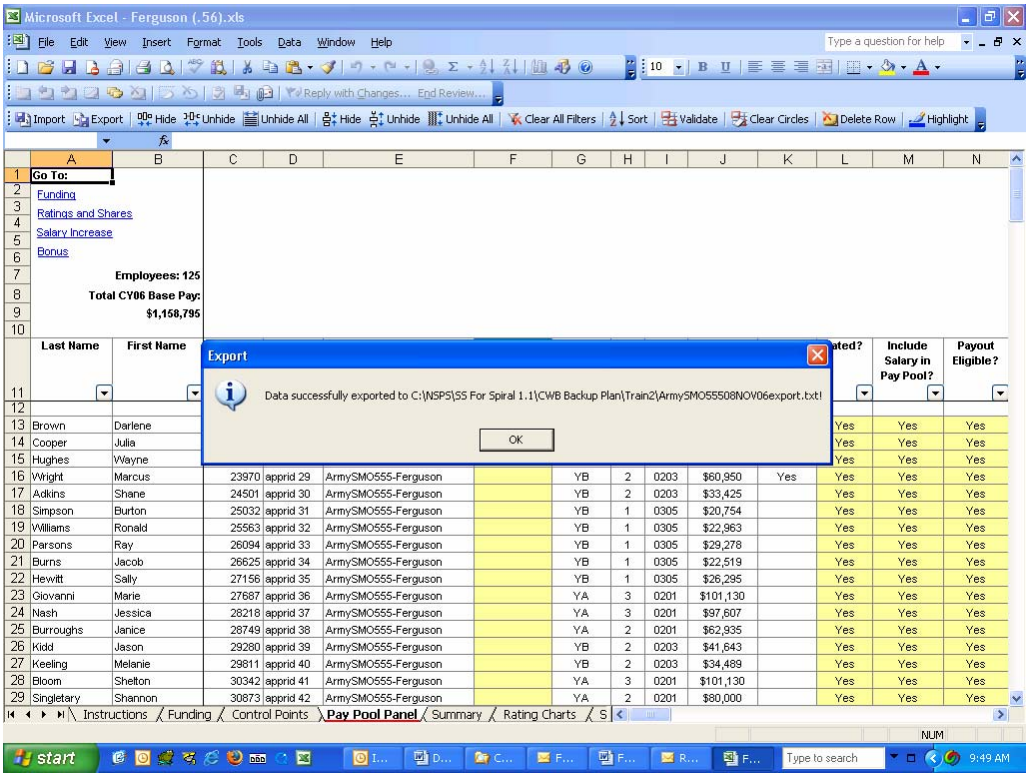
Once your pay pool data has been finalized and you are ready to upload the data into DCPDS, your pay pool manager must first certify that the data is final and correct. By selecting the certify results checkbox on the **Instructions** worksheet, the pay pool manager is certifying that these conditions are true. The spreadsheet also performs a last validation when you certify your data.



Exporting Data out of the Spreadsheet (Disabled for Mock)

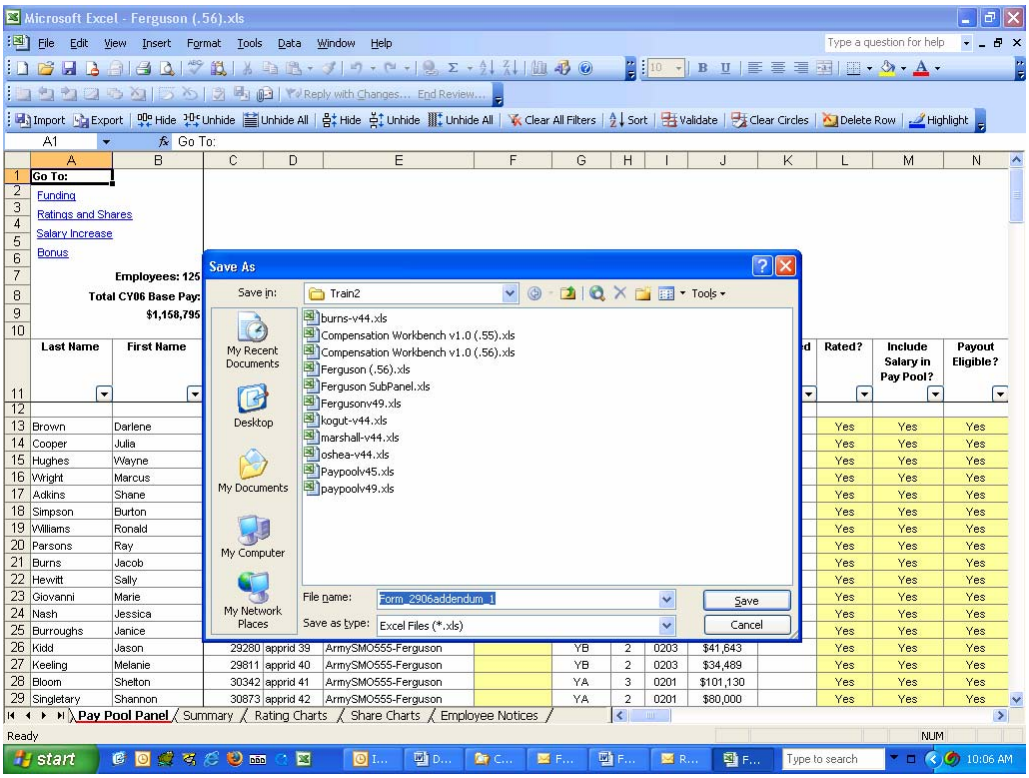
To export the data out of the spreadsheet, select the **Export** button on the custom menu. Save the file onto your computer. The file can now be uploaded to DCPDS. The file name will be in the format "first 10 characters of the pay pool ID" + "date" + "export" (i.e., navy01nsps31DEC2007export.txt).

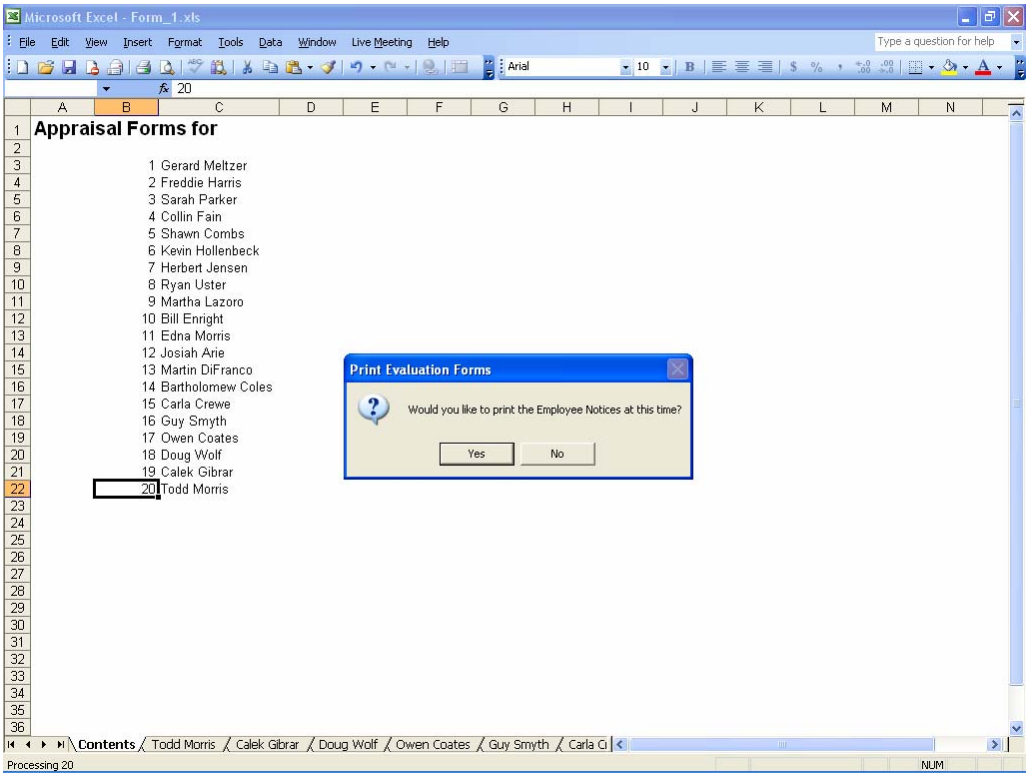

Microsoft Excel - Ferguson (.56).xls
Save As
Save in: Train2
ArmySMO555_extract.txt
ArmySMO555240CT06export.txt
ArmySMO555250CT06export.txt
ArmySMO555300CT06export.txt
File name: ArmySMO55508NOV06export.txt
Save as type: Pipe Delimited Text File (*.txt)
Save
Cancel
Pay Pool Panel
Ready

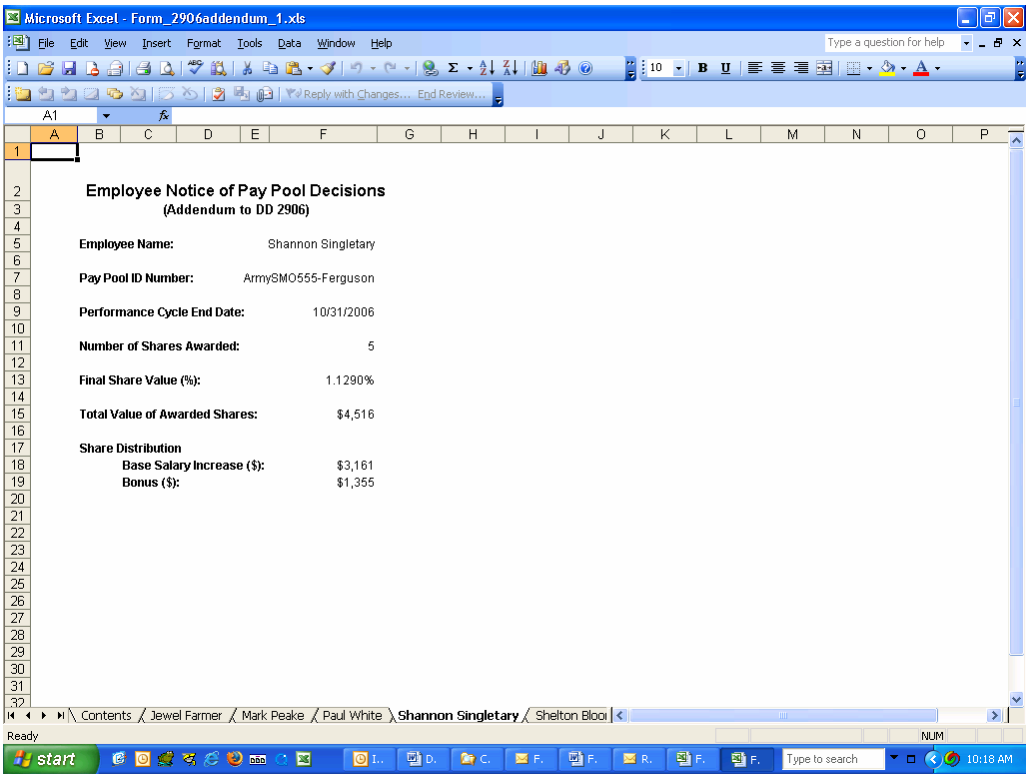

Microsoft Excel - Ferguson (.56).xls
Export
Data successfully exported to C:\NSPS\SS For Spiral 1.1\CWB Backup Plan\Train2\ArmySMO55508NOV06export.txt!
OK
Pay Pool Panel
Ready

Generating Employee Notices (Disabled for Mock)

An addendum to the DD2906 form can be printed from the **Instructions Worksheet** (step 8). Before generating the forms, you can use the filters on the **Pay Pool Panel Worksheet** to select the set of employees for whom you want forms. You can also use the sort button to place the employees in the order you want the forms generated. Forms are generated in batches of 40.




Microsoft Excel - Form_1.xls
Appraisal Forms for
1 Gerard Meltzer
2 Freddie Harris
3 Sarah Parker
4 Collin Fain
5 Shawn Combs
6 Kevin Hollenbeck
7 Herbert Jensen
8 Ryan Uster
9 Martha Lazoro
10 Bill Enright
11 Edna Morris
12 Josiah Arie
13 Martin DiFranco
14 Bartholomew Coles
15 Carla Crewe
16 Guy Smyth
17 Owen Coates
18 Doug Wolf
19 Calek Gibrar
20 Todd Morris
Print Evaluation Forms
Would you like to print the Employee Notices at this time?
Yes
No
Contents
Todd Morris
Calek Gibrar
Doug Wolf
Owen Coates
Guy Smyth
Processing 20
NUM


Microsoft Excel - Form_2906addendum_1.xls
Employee Notice of Pay Pool Decisions
(Addendum to DD 2906)
Employee Name: Shannon Singletary
Pay Pool ID Number: ArmySMO555-Ferguson
Performance Cycle End Date: 10/31/2006
Number of Shares Awarded: 5
Final Share Value (%): 1.1290%
Total Value of Awarded Shares: $4,516
Share Distribution
Base Salary Increase ($): $3,161
Bonus ($): $1,355
Contents
Jewel Farmer
Mark Peake
Paul White
Shannon Singletary
Ready
NUM
start
Type to search
10:18 AM

Relationship with Other Applications and Tools

Relationship with the Performance Appraisal Application (PAA)

Organizations will use two applications to complete the NSPS performance appraisal and payout distribution process. The first is an online tool called the Performance Appraisal Application (PAA), which is accessed via DCPDS Self Service. It is used by employees and supervisors to create and maintain their performance plans, and used by supervisors (rating officials) to enter performance ratings. All NSPS employees should have performance plans in place in the PAA so that rating officials can enter job objective ratings and a recommended rating of record can be calculated properly. Use of the PAA is optional for the mock pay pool process. Employees will not be able to see the rating official's assessment or recommended ratings at any time. Any ratings entered for purposes of the mock in the PAA will be automatically purged on August 15, 2007.

Relationship with the Manage Pay Pool ID (MPPID) Application

Since pay pool data will be extracted from and uploaded to DCPDS based on MPPID, it is required that your pay pool hierarchy, including sub-pay pools, be created and current using the Manage Pay Pool ID application. The MPPID application is currently available via self-service for pay pool administrators. The MPPID User Guide is available on the NSPS Readiness Tool.

Relationship with the Share Estimation Tool (SET)

The data file downloaded from DCPDS can also be used to populate the SET. The SET is available on the NSPS Readiness Tool.